

COFFEE COUNTY BOARD OF EDUCATION SUPERINTENDENT SEARCH

This form, when completed and mailed as provided below, will serve as a preliminary statement of interest in being considered for the position of superintendent of the Coffee (Alabama) County School System. By submitting this statement, the undersigned agrees to have his/her credentials and background reviewed by the Coffee County Board of Education, pursuant to an agreement between the Coffee County Board of Education and its attorney. The undersigned understands that the attorney, in his initial screening, will verify the credentials of the applicants, and further understands that before he/she is certified to the Board as an applicant, this form and any other file materials will remain in the possession of the attorney and will not be furnished to the Board. If a person is, with his/her permission, certified to the Board as an applicant, all file materials will be submitted by the attorney to the Board and will become Board property. State law may require that such materials be available for public inspection. State law also requires that any applicant interviews be conducted in public. An electronic version of the application for superintendent is available at www.coffeecountyschools.org.

This statement of interest should be sent to the following:

Coffee County Board of Education
Superintendent Search
Marsh & Cotter, LLP
ATTENTION: Dale Marsh
P.O. Box 310910
Enterprise, AL 36331-0910

PERSONAL INFORMATION

Name _____
Home Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____ Cell Phone _____
Email Address _____

PRESENT EMPLOYER INFORMATION

Present Employer _____
Address _____
Phone _____ Title of Current Position _____
Years in this Position _____ Current Salary \$ _____
Are you under contract at present? _____ Your school system's 2015-2016 budget \$ _____
Number of schools _____ Number of employees _____ Student enrollment _____
Percent of decline _____ or increase _____ in student enrollment during the past five years.
How many employees report directly to you? _____

CERTIFICATE

Do you or are you entitled to hold an Alabama Superintendent’s Certificate?_____

Types of certification_____

(Attach a copy of current certificate)

CREDENTIALS

Please request an official transcript from the college or university that granted your highest degree. Request the transcript be forwarded directly from the institution to: Coffee County Board of Education, Superintendent Search, Marsh & Cotter, LLP, ATTENTION: Dale Marsh, P.O. Box 310910, Enterprise, Alabama 36331-0910.

EMPLOYMENT HISTORY

Please list all full-time experience both within and outside the field of education. List most recent employment first and continue in reverse chronological order. (Use an attachment if necessary.)

DATE OF SERVICE	POSITION/ DUTIES	ORGANIZATION ADDRESS	SIZE/ UNIT	REASON FOR LEAVING	ENDING SALARY

Have you ever failed to be rehired?_____If so, Where?_____

When?_____Why?_____

Do you have objections to your present or previous employers being contacted for reference purposes?_____If yes, explain_____.

EDUCATIONAL AND PROFESSIONAL TRAINING (Use an attachment if necessary.)

NAME OF INSTITUTION	ADDRESS	MAJOR/ MINOR	DATES ATTENDED		DEGREE
			FROM	TO	

HONORS AND ACTIVITIES (Use an attachment if necessary.)

List publications or research (including doctoral dissertation) projects.

List experience, service and leadership in working with professional, civic, community, governmental, or quasi-governmental boards, authorities or other organizations.

List fellowships, scholarships and professional honors.

OUTSIDE INTERESTS AND HOBBIES (Use an attachment if necessary.)

MAJOR CAREER ACCOMPLISHMENTS (Use an attachment if necessary.)

REFERENCES

Please list the names of at least three individuals, one of whom should be a recent employer or supervisor, one leader in your community not necessarily connected with education and one educator who does not reside in your community.

NAME	POSITION	ADDRESS	TELEPHONE	
			Home	Business

ADDITIONAL INFORMATION

If your answer is yes to either of the following, please attach an explanation.

1. Do you have any objection to a request for your credit rating? _____
2. Would you object to a Board visit to your community? _____

RESUME (Please attach resume.)

I certify that the foregoing statements are true and correct and authorize you to investigate all references listed and to secure additional information if necessary.

_____ **Date**

_____ **Signature**

NOTICE: Any false information knowingly given on this application is a ground for disqualification as an applicant or dismissal from the position.

For additional information please contact Mr. Dale Marsh, Board Attorney, at 334-347-2626 or Mrs. Donna Hataway, Board Secretary, at 334-897-5016.

The Coffee County School System does not discriminate against any person on the basis of race, color, religion, sex, national origin, age or handicap in any of its educational or employment programs or activities.